

## PERMIT CENTER SUPERVISOR

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Non-Exempt*

Performs difficult technical and administrative work in the preparation and issuance of building, construction and a variety of other permits in accordance with County codes; does related work as required. Work is performed under general supervision. Supervision exercised over division personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Managing, overseeing and participating in the receipt, process and issuance of building, land use and other construction permits; providing administrative support and office coordination for the department; preparing and maintaining associated records and files.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Manages, monitors and coordinates work activities of the administrative staff supporting the building, permitting and inspections functions of the Department of Community Development.
- Organizes, prioritizes and assigns work; monitors status of work; reviews completed work.
- Provides direction, guidance and assistance on work; addresses employee concerns.
- Hires and trains staff; approves leave.
- Resolves issues and troubleshoots problems; assists customers with questions on permits and processing.
- Develops and implements processes and procedures for processing permits and for tracking and monitoring the work of the office.
- Monitors and maintains office equipment and supplies.
- Assists staff with work to facilitate effective operation of the building, permitting and inspections functions.
- Receives applications and reviews applications/inspection reports for accuracy and completeness; logs, processes and routes applications; verifies information in applications with applicants.
- Reviews and corrects calculated permit fees; creates fee schedules; receives and receipts fees; transmits to Treasurer's Office; monitors proffer payments.
- Reviews and monitors contractor and business licenses.
- Prepares reports and logs; creates purge files.
- Acts for the Building Official in his absence, in areas where authority has been authorized/delegated, including approval of walk-through permits and farm affidavits.
- Coordinates with other County agencies and staff to assure review of permits where necessary.
- Consults with Division Chief, Building Official and Director to review operations/activities; reviews/resolves problems; receives advice/direction; provides recommendations.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the organization and functions of the division; thorough knowledge of permit processing procedures and methods; thorough knowledge of building trades methods and terminology; general knowledge of the building and permit process; thorough knowledge of standard office methods and procedures, business English, spelling and commercial arithmetic; ability to operate standard office, personal computer and related equipment; ability to perform detailed record work; ability to establish and maintain effective working relationships with associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in business administration or related field and extensive permitting experience including considerable supervisory experience in general clerical work involving contact with the public.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, reaching, standing, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.